



Job Announcement

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Opening Date:	January 23, 2009	Closing Date:	February 6, 2009
Job Title:	Criminal Filing Assistant	Position Type:	Contractual Full Time
PIN:	924009	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Salary:	\$11.51 per hour (No state benefits)

Essential Functions: Files, retrieves and distributes all files for judges, attorneys, team members, court support staff, and the public and assists by providing information about the court records and Clerk's Office procedures. Makes copies and certifies as true test copies.

Education: High school diploma or GED.

Experience: Six months of related experience.

Skills/Abilities: Ability to retrieve and replace files accurately using an alphabetical or numerical sequenced filing system; differentiate colors used in office filing system; interpret performance policies and procedures, and general correspondence as related to work performance. Ability to communicate in an effective, patient and tactful manner with judges, co-workers and the public; and to apply common sense understanding in adhering to general filing procedures. Must be able to lift/move records, carts, etc., weighing up to 35 pounds. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

**Circuit Court for Baltimore City
Room 412 Courthouse East
111 North Calvert Street
Baltimore, MD 21202
Attn: Frank M. Conaway, Clerk of Court**

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.